



# Landlord **Brochure**

## **Branch details**

**Central and West Basildon**

**Telephone:** 0208 051 0300

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# Full Management Service

Our Full Management Service offers all the benefits of our Let Only service, plus additional comprehensive management to ensure your property is well taken care of throughout the tenancy. This truly is a hands-off approach for landlords who want complete peace of mind.

## Why Choose Full Management?

This service takes the day-to-day management of your property completely off your hands, allowing you to enjoy the benefits of property investment without the hassle. From rent collection to legal compliance, tenant communication to repair management, we handle it all.

## Financials

Set up fee: £400

Monthly fee: 18%

## Key features



### Monitoring and Collection of Rent

We'll take care of rent collection and monitor payments to ensure you receive them on time, every time. Any late payments or issues are dealt with swiftly.



### 24/7 Emergency Repair Line

Tenants have access to our 24/7 repair line to report any out-of-hours emergencies, ensuring they have the support they need at all times.



### End-of-Tenancy Notices

We will send the necessary notices to the tenant two months before the end of the tenancy, ensuring smooth transition and timely notice periods.



### Key Holding

We hold the keys to the property throughout the tenancy, ensuring that access is available when needed for inspections, repairs, or any other legitimate reasons.



### Check-In and Check-Out Inventories

We will ensure check-in and check-out inventories are completed professionally, protecting both you and your tenant and making sure there is no ambiguity when it comes to the condition of the property.



### Legal Compliance

We maintain accurate records of your legal responsibilities, including Gas Safety Certificates, EICRs (Electrical Installation Condition Reports), and EPCs (Energy Performance Certificates), ensuring that your property remains fully compliant with all relevant laws.



### Periodic Property Inspections

We'll arrange at least two property inspections per year to ensure your property is being well-maintained and that tenants are respecting the terms.



### Repairs and Maintenance

We will arrange for any necessary repairs through our network of approved contractors, managing the process from start to finish.



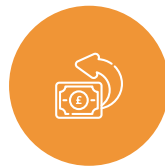
### Tenant Communication

We handle all interactions with tenants on your behalf, from addressing concerns and queries to managing the day-to-day needs of the tenancy.



### Tenancy Extensions

If your tenant wishes to stay longer, we'll handle the extension of the tenancy agreement, ensuring that all terms are updated and agreed upon.



### Deposit Administration

We will manage the return of the tenant's deposit at the end of the tenancy, ensuring that any deductions for damages or unpaid rent are properly documented.

# Let and Rent Collection Service

Having to chase up tenants for rent can be an uncomfortable and frustrating experience.

We assist with the essential tasks of finding and securing a reliable tenant and Collecting the Rent. This is the ideal service for landlords who want to maintain control over their property maintenance but prefer to have professional support in sourcing tenants and handling the legal paperwork and rental payments.

## Financials

Set up fee: £400

Monthly fee: 12%

## Key features



### Collection of monthly rent

Tenants can use our secure online payment portal.



### We will handle all communication

with tenants regarding rent payments, including reminders and payment confirmations.



### You will receive detailed reporting

of any outstanding balances to help keep track of your property financials.



### Follow up on any late payments

according to our procedures, while maintaining a professional relationship with your tenant.



# Let Only Service

Our Let Only Service provides everything you need to find and secure the right tenant for your property while allowing you to maintain control of the day-to-day management.

With our Let Only Service, you handle the day-to-day management of the property, but we assist with the essential tasks of finding and securing a reliable tenant. This is the ideal service for landlords who want to maintain control over their property but prefer to have professional support in sourcing tenants and handling the legal paperwork.

## Financials

Set up fee: 1 Month's Rent  
Monthly fee: Not applicable.

## Key features



### Arrange Viewings for Prospective Tenants

We will coordinate and arrange property viewings, ensuring that your property gets maximum exposure to suitable tenants.



### Collection of First Month's Rent

We will ensure the first month's rent is collected upfront before the tenant moves in, giving you peace of mind that rent payments are secured.



### Preparation of Tenancy Agreements

We will draft a suitable tenancy agreement that outlines all terms and conditions, protecting both you and the tenant, and ensuring full legal compliance.



### Overseeing the Signing of Tenancy Agreements

We manage the signing of the tenancy agreement, ensuring all documentation is completed correctly and legally binding.



### Processing Tenant Applications

Once prospective tenants show interest, we will handle the application process, including performing thorough credit and reference checks using HomeLet VISTA platform, to ensure the tenants are financially reliable and meet the necessary criteria.



# Additional services

Service	Cost
Full Rent Guarantee Service	£520
Deposit Registration Fee	£60
Tenancy Agreement Renewal Fee	£150
Energy Performance Certificate	£100
Gas Safety Certificate	£150
Electrical Installation Condition Report	£100
Legionnaire's Risk Assessment	£60
Smoke Alarms & Co Detectors	£60
Additional Agent Property Visits	£60
Pre Tenancy Inventory	£250
Post Tenancy Inventory	£250
Mid Tenancy Inventory	£250
Section 8/Section 21/Section 13 Notices	£150
Other Tenant Letters	£90
Attending Court on Behalf of Landlord	£370
Providing Cleaner for Communal Areas in HMO & Shared Living Settings	£25
Providing End of Tenancy Cleans	£325



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